

# HAPPY DAYS CHILD CARE CENTRE CC (BIRCH ACRES)

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21 Flamink Street, Birch Acres, 1619 \* P.O. Box 8918 Edleen 1625

## PROSPECTUS

### GOALS

To provide quality education to our pupils at a fair price and to prepare them emotionally and academically to successfully enter the schooling system. To instil in our children a high moral value system and to love and care for them to the best of our ability.

### ADMISSION

1. Admission shall be granted to those pupils and parents who agree to abide by the ethos (value system) and rules of the Centre.
2. Admission may be refused where pupil's fees are not paid within the specified time and until such fees are up to date.

### FEES

1. A non-refundable administration fee of **R 300, 00** is payable on registration.
2. **Fees are payable monthly in advance.**
3. Fees are generally fixed for the year, but **subject to review** in the event of cost changes.
4. Fees are calculated over **11 months** and the contract is for **one year** only.
5. **Fees are payable until written notice of one calendar month is given and served.**
6. Fees include **all meals and refreshments.**
7. A **10% discount** will be granted on all fees paid **annually in advance** before the end of **February**.

RATES	ADMIN (once-off)	(FEES X 11)	TIMES
FULL DAY	R 300.00	R 980.00	06H00 – 18H00
HALF DAY	R 300.00	R 850.00	06H00 – 13H00
AFTER-CARE	R 300.00	R 580.00	13H30 – 18H00

### ADDITIONAL COSTS

**PRE-SCHOOL WORKBOOK (GRADE R ONLY)** R 80, 00 (ONCE-OFF)

A surcharge of R 100, 00 may be payable on late payment of fees.

A surcharge of R 70, 00 may be payable for late collection of children.

### BEHAVIOUR

Disobedience, rudeness, fighting, theft and other anti-social behaviour will not be tolerated. Where, after consultation with parents, the problem is not resolved, parents may be compelled to remove their child on receipt of one month's written notice from the Centre.

## **DRESS**

The school uniform (which is not compulsory) consists of navy blue shorts (boxers) or jeans and a signal red skipper (T-shirt) or golf shirt. Shirts and caps embroidered with the name of the Centre and group telephone number are available on order, at cost. For winter we have two embroidered tracksuits (one more expensive) also available on order, at cost. **All clothing must be clearly marked with the child's name.** Pupils must carry a spare set of clothes in their bags in case of bad weather and "accidents". Children will only be changed to fresh clothes if specifically requested (doctor's appointment etc.).

## **PARENTAL SUPPORT**

Parents are expected to participate in all school activities such as fund-raising and sports days, but especially at **meetings** and **open days** (to review child's progress). Parents are expected to assist with language development by issuing all simple instructions and communications to the child in the tuition language (English) and to allow controlled viewing of suitable children's programme's on TV, where possible. All new things learnt at school or work brought home should be met with appropriate fuss/applause to further encourage and engender a love for learning. Parents are expected to check the child's bag **daily** to ensure no foreign items are present (and if so, returned) and to check the **message book** which is the main source of communication between teachers and parents.

## **TRANSPORT**

The Centre takes **no responsibility** for any transport whatsoever. The Centre will attempt to vet and monitor taxis and drivers and try to arrange transport in the event of emergencies.

## **COLLECTION OF CHILDREN**

Children will not be allowed home with anyone other than the parents unless prior arrangements have been made with the Centre.

## **LATE COLLECTION**

Due to staff dissatisfaction, all parents collecting their children late will be charged **R 70,00 per half hour** as overtime payment for the staff. In the event of emergencies **IF** parents phone us before time, we will make special arrangements at **no charge**.

## **LATE PAYMENT**

Due to ongoing cash-flow problems, a **late payment charge of R100,00** may be levied on all payments received after the 7th of each month. **Fees are payable on the first working day of each month.**

## **DOCUMENTATION**

No child will be admitted without the following documentation (**After-Care only items 1+2**)

1. Fully completed and signed application form.
2. Copy of birth certificate.
3. Copy of clinic card (innoculations side only).
4. Receipted proof of fee payment.
5. Recent clear photo showing face (children who may not be able to tell us their name).
6. Copies of both parent's ID books.
7. Proof of residence (lights/rates acc. etc.)
8. Salary slips of both parents.